



## **JOB ANNOUNCEMENT**

### **Child & Adult Care Food Program Field Consultant**

**JOB POSTING ID:** 601907  
**APPLY BEFORE:** April 18, 2016  
**LOCATION:** Northwestern Indiana Counties  
**TO APPLY:** [www.careers.IN.gov](http://www.careers.IN.gov)  
**HIRING SALARY:** \$45,000

#### **JOB DESCRIPTION:**

##### **Assigned Region = Northwestern Indiana Counties**

Incumbent functions as a Child and Adult Care Food Program (CACFP) Field Consultant within the Indiana Department of Education's (IDOE) School and Community Nutrition division and is responsible for the oversight, monitoring, and corrective actions of institutions in the United States Department of Agriculture (USDA) CACFP. This program provides millions of dollars in nutrition support for young children throughout the State of Indiana. The field consultants are responsible for determining Program compliance with USDA regulations, policies and instructions and analysis of an institution's Program administration. The field consultants work with division staff and management to develop and implement policies and best practices for CACFP. They are responsible for determination of non-compliance and are charged with confronting institutions with Program deficiencies. They issue corrective action determinations and provide program assistance to correct problems with Program administration. The position is also responsible for providing Program assistance, nutrition education and training to institutions where they determine there is a need or there is a request. They are also held accountable by regional staff from the USDA through intermittent audits. Field Specialist are assigned a specific territory within the state. The territory borders can fluctuate depending upon the number of sponsors within a geographic area and the number of field specialists. This position encompasses, but is not limited to, the following responsibilities:

- Review, analyze and evaluate in a timely manner, existing and proposed USDA Child and Adult Care Food Programs;
- Provides technical assistance and consulting services to sponsors regarding USDA regulations, policies and instructions;
- Provides local and regional training/workshops on program operations, nutrition education, and finance/record keeping;
- Prepares and submits written reports as prescribed by the supervisor;
- Establishes and maintains good working relationships with sponsor agencies, administrators, staff, teachers, parents, children, interested service/civic groups, and governmental agencies;

- Collaborates with appropriate professionals regarding nutrition education research and resource materials as related to Child Nutrition Programs;
- Updates SCN Director and CACFP Coordinator on current work status and priorities as needed or directed;
- Reports to the supervisor regarding current status of work, priorities, and problems;
- Plans work schedule to complete all assigned reviews;
- Completes pre and post travel and review related paperwork in a timely manner; and
- Performs related duties as assigned.

#### **PREFERRED EXPERIENCE & COMPETENCIES:**

Minimum of Bachelor degree in a related field including food service management, business administration, public administration, nutrition, and/or dietetics or a minimum of four (4) years of professional work experience in food service management may substitute.

- Knowledge and understanding of nutrition education and food service operations;
- Demonstrates knowledge of internal and external customers; is sensitive to customer needs and expectations;
- Ability to develop and present training materials relating to school and community nutrition programs;
- Clearly and effectively expresses self in the presentation of ideas; comprehends oral and written information with the ability to work with diverse constituencies and a variety of educational levels
- Ability to administer punitive findings when necessary;
- Works well under pressure; responds appropriately to stressful and/or confrontational situations;
- Establishes priorities and work sequences to coordinate efforts, maintain work flow and meet deadlines - excellent organization and planning skills;
- Working knowledge of Microsoft Office programs;
- Basic math and accounting skills;
- Ability to travel locally and regionally overnight on a regular basis and occasional out-of state travel required; and
- Must have a valid Indiana driver's license and operate own either a personal or assigned vehicle (at IDOE discretion).